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## *Policies and Benefits*

### **W-2 tax forms scheduled for January distribution**

**A**s tax payment time approaches, taxpayers receive financial forms so they can prepare their 2014 returns. One of the most important documents agency employees receive is Form W-2, which provides your wage and salary information, and the amount of tax withheld from your paycheck.



The agency's Payroll Processing Department will send employees' Form W-2 for 2014 to unit or departmental human resources offices for distribution by January 31. Inactive employees who are on leave without pay or separated as of the printing date will receive their 2014 Form W-2 by mail at their home address no later than January 31. ●